

The Committee on House Administration would like to remind you to assign a Law Enforcement Coordinator (LEC) to oversee important security initiatives for your district office(s) and to register the coordinator with the House Sergeant at Arms (HSAA).

With the assistance of the HSAA, each office LEC will be responsible for acting as the point-of-contact and liaison with local law enforcement agencies and ensuring that they are notified of all public events you will be attending in your district. Your LEC's responsibilities will also include:

- Overseeing the implementation of district office and/or residential security upgrades
- Reporting suspicious communications and activity to U.S. Capitol Police and local law enforcement
- Ensuring that the district office(s) have a security plan in place

Once you have assigned your LEC, please make sure that he or she is registered with the HSAA by completing the LEC Registration form on the HSAA website (<http://sgtatarms.house.gov>) and submitting it via email to SAALECMailbox@housemail.house.gov. For additional information, or for further guidance on selecting your LEC, please contact the HSAA at (202) 225-2456.